



CLARK ATLANTA
UNIVERSITY



EMERGENCY ACTION PLAN 2021-2023

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CLARK ATLANTA UNIVERSITY EMERGENCY ACTION PLAN

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CLARK ATLANTA UNIVERSITY EMERGENCY ACTION PLAN

I. PLAN OVERVIEW

The Emergency Action Plan of Clark Atlanta University (CAU / University) establishes the guidelines of the University to ensure the maximum use of all available resources in the event of an emergency in order to minimize injury and/or the loss of life, property damage, and ensure University continuity of operations and recovery processes. The definition of an “emergency” for the purpose of this plan shall mean a sudden or unanticipated occurrence or set of circumstances requiring immediate action. The definition of emergency includes disasters - meaning a catastrophic event - either natural or man-made. Preparing a Campus Emergency Action Plan and allocating resources to respond to possible emergencies is one way in which the campus offers this support. This Emergency Action Plan is fashioned in accordance with appropriate laws, regulations and policies that govern emergency/disaster preparedness and reflects the best practices and current response applications of the U.S. Department of Homeland Security, Center for Disease Control and Prevention, and State and Local emergency preparedness and responses.

Goals

The goals of the Plan are to effectively and efficiently:

- Provide an organizational structure that can adapt rapidly to changing conditions as needed in response to an emergency;
- Provide management with the control necessary to direct and coordinate all operations and all agencies responding to an emergency;
- Assign appropriately trained personnel with the necessary skills and expertise to effectively deploy critical strategies and functions during crisis situations;
- Quickly identify, activate, and deploy mission essential personnel as needed to manage a particular incident or emergency;
- Promote the proper span of control and unity of command;
- Provide the necessary resources to adequately respond to University emergencies.

The organizational structure of this Plan may not resemble the day-to-day organization of the University. Employees may report to others to whom they do not usually have a reporting relationship. Furthermore, as an emergency progresses, assignments within the organizational structure may change. A critical component of this Plan is to maintain its adaptability to make modifications and adjustments to the plan objectives based on the circumstances associated with a particular emergency or incident.

This Plan is based upon the concept of the establishment of a standard operating procedures for emergencies on or near the campus.

Scope

This Plan is a campus-level plan that establishes guidelines for Clark Atlanta University (CAU) personnel and identifies resources during an emergency. It is the official Emergency Action Plan for CAU, superseding previous plans, and precluding employee actions not in concert with the intent of this Plan, or the emergency organization created by it. Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

It is anticipated that as emergencies increase in severity, the control of emergencies may move in whole or in part from the CAU organizational structure to the Municipal, State or Federal levels as deemed necessary or appropriate. Similarly, this Plan shall be subordinate where appropriate to Municipal, State or Federal plans during a disaster or emergency declaration by any of these authorities.

Recall Activation Directive

This directive is established to provide all personnel with guidelines governing the recall and activation of personnel during large scale emergencies. These measures will ensure maximum and efficient utilization of all resources at CAU, minimize the loss of life, reduce the chance of injury to our population and centralize mission essential personnel.

Upon notification and/or activation, all personnel are required to report to their assigned workstation in order to determine the severity of the emergency, current conditions, area of their responsibilities, and await further instructions.

Additionally, in the event of natural emergency (such as hurricane, flood, tornado, etc.) all mission essential personnel (critical personnel) are subject to duty activation/recall. All personnel should have a pre-arranged evacuation plan in place for their families prior to being recalled. Mission essential personnel should not wait until the onset of an emergency to formulate or arrange a plan. Deployment of your family evacuation plans afford you the opportunity to ensure that your family has been taken care of prior to your actual activation. As a reminder, in most mandatory evacuations, mission essential personnel will not be allowed to return home.

Emergency Closing of Entire Campus or Specific Buildings

The decision to close the university or specific buildings on campus shall rest with the President or his/her designee working in conjunction with the Atlanta University Center Consortium (AUCC) Inclement Weather Protocol if applicable and is defined as the suspension of classes and all business and student related activities with the exception of essential services. For weather-related emergencies, this decision will typically be made in conjunction with the Atlanta University Center (AUC) Consortium. Refer to the Inclement Weather Emergency Procedures in Section 4.0.

II. EMERGENCY MANAGEMENT

Plan Administration & Authority

This Plan is promulgated under the authority of the President of CAU, the Chief of Staff / Special Assistant to the President and the Director of Emergency Management / Chief of Police. Primary responsibility for the Plan's creation, updates, distribution and implementation rests with the Chief of Staff / Special Assistant to the President.

Declarations of Campus State of Emergency

The authority to declare a campus-wide state of emergency rests with the University President or his designee as follows:

During the period of any campus major emergency, the Department of Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency; safeguard persons and property, and maintain educational facilities. Public Safety shall immediately consult with the President or his designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus, shall be asked to depart the campus. Failure to comply may result in arrest in accordance with the Georgia Criminal and Traffic Law Manual.

In addition, only those faculty and staff members who have been assigned to the CIRMT duties or issued an emergency pass by the Department of Public Safety will be allowed to enter the immediate disaster site.

CAU Command Center

The Carl and Mary Ware Academic Building will serve as the primary Command Center during emergency operations (the specific room assignments and/or designations shall be disseminated at the time of the activation). Football Stadium, locker room area shall serve as an alternate Command Center (the specific room assignments and/or designations shall be disseminated at the time of the activation).

Emergency Management Team

All response actions to on-campus emergencies are managed jointly by the Campus Incident Response Management Team (CIRMT) and the CAU Chief of Police / Director of Emergency Management (Public Safety or DPS). The Director of Public Safety is the Chief of Police. The Chief Operating Officer serves as the CIRMT Leader. In the absence of the Chief of Police / Director of Emergency Management, the highest-ranking DPS Officer, depending on emergency

type, will assume the role of the Incident Commander (IC). The IC has overall responsibility for the management of campus emergency response activities.

The CAU Emergency Management Team (EMT) consists of the following personnel:

- Emergency Director - President of CAU or the President's designee
- CIRMT Leader – Executive VP/Chief Operating Officer
- Assistant CIRMT Leader – Chief of Staff/VP for University Affairs
- Provost/Senior VP for Academic Affairs (or designee)
- Incident Commander – Director of Emergency Management (Chief of Police)
- Executive VP, CFO, and Chief Strategy Officer
- Senior VP for Organizational Development/Chief People Officer
- Dean of Student Services & Campus Life/Chief Student Affairs Officer
- VP Research and Sponsored Programs (for incidences in the Thomas W. Cole Science and Research Center (CSRC).
 - Laboratory Safety/Chemical Hygiene Manager (Lab Safety Officer)
- Director of News and Media Relations (public information officer)
- General Counsel
- Associate VP for Business Services (Auxiliary Services)
- Associate VP/Chief Information Officer

CIRMT members are to be kept in constant communication with the Emergency Command Center. General responsibilities of the team members are listed below:

Emergency Director: President of CAU or Designee

The Emergency Director is responsible for the overall direction of the University's emergency response; works with the DPS Director (Police Chief) and others in assessing the emergency and preparing the University's specific response, and notifies and conducts liaison activities with the University's Administration, governmental agencies, CIRMT, and others as necessary. When appropriate, terminates the campus state of emergency.

CIRMT Leader – Chief Operating Officer or Chief of Staff / Special Assistant to the President

The CIRMT Leader is responsible for ensuring an efficient and effective response to, and mitigating of emergencies; oversees all emergencies and is the primary liaison between the Emergency Director and the Incident Commander; and responsible for relaying information to and from the CIRMT and the Incident Commander.

Assistant CIRMT Leader - Chief of Staff, Chief Compliance Officer or Designee by the President

In the absence of the CIRMT Leader, the Chief of Staff or Chief Compliance Officer will serve in the role as the CIRMT Leader. During emergencies where the CIRMT Leader is present, assists the CIRMT Leader as directed. They are also responsible for compliance concerns and training CIRMT personnel as well as the development and distribution of this Plan.

Provost/V.P. for Academic Affairs

In coordination with the CIRMT Leader and the President, the Provost determines if or when classes are to be delayed or suspended, and when they resume.

Incident Commander: Director of Emergency Management / Chief of Police

The Incident Commander is responsible for the overall coordination and implementation of the University's Emergency Response actions; determines the type and magnitude of the emergency and establishes the appropriate emergency command post, and initiates immediate contact with the Emergency Director and CIRMT Leader. He / She notifies and uses the Atlanta Police Department, Atlanta Fire Department, Fulton County Emergency Management Agency and other municipal emergency services agencies as necessary.

- Serves as the principle law enforcement officer for all safety and security operations throughout the University and contiguous environment.
- Oversees the most efficient mitigation measure for man-made emergencies by ensuring Police patrols are conducted on a 24/7 basis. Before, during and after an emergency, this position oversees all Police operations to preserve life and safety. This includes, but is not limited to, the following:
 - Maintains the Police Communications Center in a state of constant readiness (24/7/365)
 - Ensures a chronological log of the Level 2 or 3 emergencies are documented from start to completion
 - Monitors campus emergency radio and telephone communications
 - Takes immediate and appropriate operations to protect life and property, and to safeguard records as required
 - Obtains assistance from the City, County, State, and Federal Government as dictated by the needs of the emergency event
 - Provides traffic control, access control, perimeter and internal security patrols
 - Provides and equips alternate sites or vehicles for any field command posts
 - Maintains liaison with telecommunications support as necessary
 - Coordinates emergency medical services when necessary
 - Evaluates potential environmental impacts of the incident
 - Interacts with appropriate government agencies
 - Assumes or delegates Field Incident Command until responsibilities can be properly transferred to other authorities, i.e. APD, GSP, Fire E.M.S. and other state or federal agencies
 - Attends local emergency management meetings

Department of Public Safety

- The Department of Public Safety (Campus Police Department) is typically the first responder to all emergency incidents and manager of all security-related emergencies. Their responsibilities also include the assessment and implementation of all security-related field operations and through the dispatcher, provides most of the initial notifications to the Incident Commander and the CIRMT Leader. In all security-related emergencies,

the highest-ranking Department Officer depending on emergency type, will assume the role of the IC in the absence of the Chief of Police.

Executive V.P., CFO, and Chief Strategy Officer

Executive Leadership over administrative services, which includes, Auxiliary Service, Controller's Office, Budget, and Purchasing. Provides overall coordination of administration and financial services and advises the President/Provost with status reports regarding multiple support agencies throughout the University.

- **Associate V.P. for Business Services (Auxiliary Services)**

Auxiliary Services Director shall be responsible for the operational functions of all related services identified as Auxiliary Services (institutional support services). Specifically, this Department shall be administratively responsible for the coordination of the following areas: campus bookstore, parking operations, vending services (food and laundry), contracted food services/dining services, campus postal services, campus print shop, campus automated teller machines (ATM's), University licensing program, Panther PAW operations (One card system) and print services. The Director of Auxiliary Services is responsible for delivering quality service through effective management, customer service and communication.

For Emergencies, Auxiliary Services will establish kitchen and dining areas as required; make arrangements for food and parking accommodations, if available; Cooperate with Emergency Response Teams and with outside agencies in the control of sanitation in the feeding areas; Maintain records of the activities and operations conducted and the associated cost; Carry out other responsibilities as assigned by CIRMT.

Senior VP for Organizational Development/Chief People Officer

Maintains and provides emergency contact information for all employees (non-students). If an employee provides information such as special or specific health restriction or conditions, this shall be included in the employee files and in the event of an emergency incident, any pertinent information may be relayed to Public Safety or the responding EMT (ambulance), or hospital.

Dean of Student Services & Campus Life/Chief Student Affairs Officer

Chief Student Affairs Officer coordinates the dissemination of information to students, and responds to the directions of the CIRMT Leader and the Incident Commander. They have an active role in all medical emergencies where students are involved.

- **Dean of Students** - Directs and coordinates Clark Atlanta University student programs. Formulates and develops student conduct policies, directs and assist in planning social, recreational, and extracurricular programs. Counsels and/or advises individuals and student groups on matters pertaining to personal problems, educational and vocational goals and objectives; review reports of student misconduct cases that require disciplinary action; sponsor and advises student organizations; serves as liaison for students pertaining to faculty and staff related matters.

- **Director of Residential Life** - Provides overall management and availability of safe and affordable university student housing to students as part of the Residential Life program.
- **Director of Religious Life** - University Chaplain responsible for the development of ideas, programs, and spiritual quality of life for the university community, while responding to all contingencies. Provides guidance for a range of religious support services.
- **Director of University Counseling Center** - Responds to emergencies related to mental health disorders, substance abuse, addiction and suicidal threats. During such incidents the counselor will decide whether the student is to be transferred to the student health center or to the hospital.
- **Student Health Services - If necessary**, Student Health Services will respond to all medical emergencies and be consulted in the event of a pandemic event on campus. Health Services provides health records on students transferred to the hospital with special medical allergies or needs. Provides primary care procedures for students, including physical exams, histories, patient education, nutrition, and behavioral interventions. Provides support on prescriptive pharmacology, and advanced nursing skills and related techniques. Provides support on risk management and quality assurance systems as related to ambulatory care.
- **V.P. of Facilities Management** - Executive Leadership over Facilities & Maintenance. Provides crucial support services along with the Director of Facilities/as it relates to equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection; provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CIRMT for emergency use; obtains the assistance of utility companies as required for emergency operations; furnishes emergency power and lighting systems as required; surveys habitable space and relocate essential services and functions; provides facilities for emergency generator fuel during actual emergency or disaster periods; and provides storage for vital records at an alternate site; and coordinates with building and area coordinators for liaison and necessary support.

V.P. Research and Sponsored Programs (for incidences in the Thomas W. Cole Science and Research Center (CSRC))

Provides oversight, administration, and management of research activities conducted in the Thomas W. Cole Science and Research Center (CSRC) Building, including the safety of research laboratories and chemicals.

- **Laboratory Safety/Chemical Hygiene Manager (Lab Safety Officer)**

Coordinate the responses to major chemical spills and the releases of toxic vapors in the Thomas W. Cole Science and Research Building. Oversee the Chemical Safety and Hygiene Committee, who monitors the receiving, storing, handling, and disposal of chemical materials used in research.

Director of News and Media Relations (Public Information Officer)

The Public Information Director establishes liaison with the news media for dissemination of information as requested by the President; establishes liaison with local radio and TV services for public announcements; arranges for photographic and audio-visual services; advises the President or designee of all news concerning the extent of an emergency affecting the campus; and prepares news releases for approval and releases to media concerning the emergency. Responsible for coordinating the University's public announcements before, during and after an emergency.

- Serves as the official university spokesperson and the central source as directed by the President.
- Provides appropriate information on the emergency to faculty, students, staff and parents in addition to emergency mass communication resources.
- Initiates contact with the media to provide information or public announcements
- Provides updates to the media as new information is available.
- Monitors all news coverage of the emergency and keeps the President and Provost, the University Attorney and other appropriate administrators informed.
- Works with appropriate personnel to establish a news center for media crews, and arranges for, if necessary, 24-hour staffing of the center.
- Is responsible for ensuring assigned personnel record accurate video and still photo recording of the aftermath of a disaster as soon as it is safe to commence.

Technology Coordinator – Chief Information Officer

The Technology Coordinator is responsible for ensuring that the Emergency Notification System is maintained in a state of readiness as well as supporting Public Safety in the operation of the system. They are also responsible for the implementation of the Office of Information, Technology & Communication Emergency Plan. Responsible for arrangements to allow the institution to continue critical services after a disaster.

General Counsel

Serves as the principle officer for all legal and liability concerns regarding emergency management and operations associated with this plan; responsible for providing professional consultation to the President, Provost or designee and other members of the University's Emergency Management Team as needed. Consolidates all response and recovery documentation and preserves records in accordance with University policy.

Administrators, Deans, and Department Heads

Every Administrator, Dean and Department Head may appoint a specific person as Building Manager (Coordinator) for every activity under their control. They also have the following general responsibilities prior to and during any emergency.

- a. Emergency Preparedness

- (1) Building evacuation information shall be distributed to all employees; contact Public Safety or Building Managers (Coordinators) for assistance.
 - (2) Time shall be allowed for training designated employees in emergency techniques such as fire extinguisher usage, first aid, CPR, AED and building evacuation procedures. Contact Public Safety, for assistance.
- b. Emergency Situations
- (1) Inform all employees under their direction of the emergency condition.
 - (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation procedures.

Faculty and Supervisors

Every member of the faculty and staff must read and understand this Plan including their specific building's evacuation procedures as well as the evacuation routes and assembly areas. Employees must be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. They should follow Plan procedures in reporting emergencies, establishing contact with their Building Manager (Coordinator), and evacuate the building and proceed to their assembly area in an orderly manner. Faculty and staff members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

Students

Every student should be familiarized with the emergency procedures, evacuation routes and assembly areas in buildings where they live or frequently attend. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Chief of Staff / Special Assistant to the President along with Student Affairs will provide training to students. Training shall be in the form of handouts, drills and classroom and resident hall briefings.

Activation of the CIRMT

The CIRMT will be continuously maintained in a state of readiness. The recommendation to activate the CIRMT can be made by any campus office to the Emergency Director, Incident Commander, or the CIRMT Leader. The CIRMT, once activated will receive its instruction from either Public Safety or Chief Operating Officer or Chief of Staff. Response activities and work assignments will be planned, coordinated, and delegated from the Leader. During the course of an emergency, CIRMT personnel should report directly to the CIRMT Leader.

Communication between the CIRMT and the Campus Community

In the event of an emergency, notification between the CIRMT and the campus community (faculty, staff, students) will be made via the CAU Emergency Notification System. This system is managed by the Department of Public Safety and Office of Information Technology &

Communications. The system provides real time emergency information to the campus community via mass e-mail, SMS text, voice mail, cell phones and home phones.

Building Management

Public Safety is responsible for managing all campus buildings with respect to emergency preparedness and response. Every non-residential building will have a Building Manager (Coordinator) who is a liaison between the building occupants and Public Safety, and assists with building evacuations. Every residential hall will have one Hall Director and a Resident Assistant on each floor who are liaisons between the occupants and Public Safety, and assist with resident hall evacuations. They provide accurate up-to-date information about building related emergency incidents to Public Safety.

Off-Campus Assistance and Mutual Aid

In certain circumstances, outside assistance may be requested. Assistance providers may be generally divided into two categories: Inter-Campus and Non-University.

Within the Atlanta University Center (AUC) campuses, the support resources generally mirror the resources available at each campus. These resources include police and other specialized personnel. Contact with Inter-Campus sources is conducted by Public Safety.

The Incident Commander (Chief of Police) may request additional resources, typically fire and police departments, although other specialized resources may be requested. State-level resources may be requested through protocol established by the AUC Presidents Council. The University will draw on local mutual aid first and then request assistance from other schools in the AUC to access state resources. A decision to use non-University resources to aid in an emergency will be made by the CIRMT Leader, Chief of Police, or the President's Office.

End of Emergency

Notifications of the end of an emergency, when formally declared, are to be made known to all CIRMT personnel. Following notification, members of the CIRMT shall each gather for debriefing and if necessary, prepare an appraisal report for review by the CIRMT Leader.

The post event meeting ensures that all necessary actions have been taken to control and end the emergency. The team members will identify additional actions required to eliminate/minimize the development of similar future emergencies. If necessary, the team members shall prepare a full report of the emergency to include listing of preplanning of activities and events, event responses, decisions, directives, and an overall summary of activities.

The final actions taken at the post event assembly is the critique of the total operation. It is suggested that a summary of the critique made after the emergency be shared with the AUC where similar emergencies are possible. The critique should serve to improve the ability to plan for and respond to emergency situations. Lessons learned should be incorporated in full planning and in practice simulations by the CIRMT.

Education & Training

Education and training is a critical component to the success of this plan. Periodic education and training will be offered in a variety of formats that may include discussion groups, simulations, lecture and consultation. This training will be coordinated by Chief of Staff / Special Assistant to the President. All key personnel, including alternates, will receive training in the overall functioning of the CIRMT, in their primary roles, emergencies and emergency response procedures. Training will be conducted annually at a minimum and within 30 days for any person assuming a new role in the CIRMT.

Simulated Emergency Incidences

CAU will conduct periodic testing of simulated emergency incidences each year. Mutual aid and assistance agreements will be included in certain simulations. Additionally, an annual administrative review of this Plan shall be conducted. Testing shall be conducted utilizing one of the following formats:

Orientation / Seminar - informal, no simulation, discussion of roles and responsibilities, introduction of policies, procedures, plans and responsibilities.

Tabletop - informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility.

Drill - single emergency response function, single agency involvement, often a field component.

Functional - policy and coordination personnel practice emergency response, stressful, realistic simulation, takes place in real time, emphasizes emergency functions.

Upon completion of the exercise or simulated emergency incident, a full evaluation will be conducted inclusive of lessons learned. The plan will be updated, if necessary, to reflect the results of the evaluation.

III. EVACUATION PROCEDURES

An evacuation basically involves the emptying of an occupied area and the transferring of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of gridlock. The density of the urban population, resident students, and use of transportation alternatives at CAU must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, auto, or bicycle.

The character and immediacy of the emergency directly affects the means by which people will leave their building or area of campus. There are two stages of evacuation:

Stage 1: Public Safety will direct all individuals to proceed to the Emergency Assembly Areas. Public Safety, Building Managers (Coordinators), Hall Directors and Resident Assistants are responsible for: (1) securing the building according to their designated duties, (2) accounting for

all known personnel, students and visitors, and (3) utilizing available resources and information as appropriate.

Stage 2: In a campus-wide emergency, Student Affairs or designee will communicate the status of residential halls and occupants to the CIRMT Leader. Non-residential building information will be communicated by Building Managers (Coordinators) to the CIRMT Leader, who will provide this information to Public Safety. Resources and emergency response teams will then be directed to each affected building as needed.

The decision to implement campus-wide evacuation procedures generally resides with Chief of Staff / Chief Operating Officer or Chief of Staff, the President's Office, and Public Safety. When evaluating the possible evacuation, consideration will be given to the specific threat (e.g., bomb, fire, storm, violent behavior, hazardous materials release), time of day, likelihood, and the recommendation of the public safety officials.

Communications Methods for Evacuation, Shelter-in-place, Quarantine and Relocation

Communications from Clark Atlanta University emergency officials to students and staff will involve all available means to include, but not limited to:

- Emergency Notification System
- Notify Building Managers (Coordinators) with phone, public address /word of mouth within each building
- Internet and www.cau.edu webpage disseminated by hardwired or wireless networks
- Non-CAU Media Outlets
- Megaphone and vehicle intercom systems by CAU Public Safety or Building Managers (Coordinators)

Communications from the CIRMT to students and staff will involve all available means including, but not limited to:

- Building Alarms
- Emergency Notification System
- Telephone, word of mouth
- CAU radio station: WCLK 91.9 FM
- Internet, www.cau.edu webpage
- Non-campus media outlets
- Megaphone and vehicle intercom system by Public Safety

General Evacuation Guidelines

- Never use an elevator in a fire, hurricane or tornado emergency.
- Treat every alarm as an actual emergency.
- Remain calm.
- Leave all material in the room/classroom to avoid wasting time.
- If the way to the exit is clear and self-evacuation is possible, do so immediately.
- If the nearest exit is smoke-filled, go to an alternate exit and evacuate immediately.
- If it is not possible to safely evacuate from a clear stairwell, take a position behind a closed fire door until rescue staff arrive.
- If primary and alternate exits are smoke-filled, immediately leave present location if there is smoke or flames.
- If area becomes smoke-filled, move onto the floor.
- For fire emergencies, never re-enter a building until permitted by emergency personnel.

Evacuation of Individuals With Disabilities

After an evacuation has been ordered, the Building Managers (Coordinators), Hall Directors and Resident Assistants, as well as other designated personnel will be responsible for evacuating individuals with disabilities from their buildings. These individuals should have received proper training for assisting disabled persons during an evacuation. Faculty, staff or volunteers may be requested to provide assistance.

For evacuation purposes, an individual who is disabled is defined as anyone with a permanent or temporary disability who for whatever reason is unable to evacuate a building using the stairwell.

In an emergency situation, it is critical that the individual who is disabled is familiar with their needs during an evacuation. The individual who is disabled is expected to convey these needs to their supervisors or instructors, and to the Office of Disability Services at the earliest possible date.

Responsibilities of the disabled person and the University include:

- a. Seek out persons who would be able to assist in an emergency.
- b. Know the safest method people could use to assist and how many people are needed to provide that assistance.
- c. Be prepared to explain how and where a person(s) should provide support. Practice instructions beforehand.
- d. If there are communication difficulties, place a sign on the chair with instructions.
- e. Carry a loud whistle, horn or similar device that can be operated to alert people of your location or if need be, to gain people's attention.
- f. While attending class, be in a position near a doorway for easier exit. Do not block doorway.

- g. If needed and able, telephone (cellular phone or building phone) 911 for assistance.
- A. **Assisting the User of a Wheelchair**
- (a) Never carry the person while in an electric wheelchair. However, a manual chair can be used to assist the evacuation process.
 - (b) Prior to moving the person, check for life-support equipment.
 - (c) Do not take an electric chair up/down stairs. Abandon the chair and carry the person.
 - (d) Consult the person in the chair regarding the best way to evacuate (the number of people needed, how to use manual chair, lifting methods, etc).
 - (e) If the person is unable to speak clearly, look for a sign on the chair with printed instructions .
 - (f) Be prepared to abandon the wheelchair, if necessary.
 - (g) Avoid smoke filled stairwells.
 - (h) If volunteers cannot safely provide assistance, opt to wait in a safe location for emergency personnel, if able.
 - (i) If the person cannot be safely carried up/down stairs, do not attempt to do so. Position the person in the safest place possible according to the emergency.
 - (j) Alert emergency personnel of person's location.
- B. **Assisting the Visually Impaired**
- (a) Have the person grasp your elbow.
 - (b) The visually impaired will be responsible for their guide dogs.
- C. **Assisting the Hearing Impaired**
- (a) Alert the hearing impaired that an emergency exists.
 - (b) Use sign language or gestures/notes to indicate type of emergency.

IV. EMERGENCY RESPONSE PROTOCOLS

This section provides the emergency response protocols to those emergencies identified as most likely to occur in campus settings. Each identified campus emergency addressed in this section is listed below.

- Missing Person Notification
- Serious Medical Emergency
- Self-Endangerment (Suicide and Other Dangers)
- Death on Campus
- Violent Threats to Life (Active Shooter, Active Weapons, Hostage)
- Campus Riots/Disturbances
- Fire / Explosion
- Bomb Threat
- Chemical Spill

- Release of Hazardous Vapor
- Infrastructure Failure
- Power Failure
- Inclement Weather
 - Tornado Watch/Warning
 - Snow or Ice Emergencies
- Pandemic Influenza Flu Plan
 - Hazardous Response by Public Safety personnel

MISSING PERSON NOTIFICATION (STUDENTS)



In the event of a missing person (student) whereas the student has not been seen or heard from in twenty-four (24) hours or more, the roommate, faculty member, staff member, friend, family member or any other campus staff must call CAU Public Safety directly at (404) 880-8911. If one calls 911, the operator will forward the call to CAU Public Safety. The notification process is as follows, (See Policy 10.01: Missing Student Resident for additional detailed information):

- All missing person reports must be reported to the CAU Police Department.
- CAU Police Department working in conjunction with the Dean of Student Services & Campus Life/Chief Student Affairs Officer shall investigate and gather all essential information about the student including but not limited to their physical description, class schedule, housing information, acquaintances, etc.
- If the student is suspected of being missing, the Dean of Student Services & Campus Life/Chief Student Affairs Officer will make every reasonable effort to notify the student's designated missing person contact within twenty-four (24) hours. If the student is under eighteen (18), the student's parent or guardian must be notified.
- All residential first year students shall be given the opportunity to designate confidential contact information as a part of the orientation process. Thereafter, the student will be responsible for updating contact information as needed. All current and continuing students will be given the opportunity to provide and update confidential contact information within the first two (2) weeks of every fall term and/or semester.
- If the student is determined missing, the Director of Public Safety/Chief of Police will notify the Atlanta Police Department and the Georgia Bureau of Investigations within twenty-four (24) hours to ascertain assistance with the search.
- The Dean of Student Services & Campus Life/Chief Student Affairs Officer will notify appropriate staff, including the President's Office, Director of Residence Life, Director of University Counseling, Student Health Services, and others deemed appropriate by the Dean of Student Services & Campus Life/Chief Student Affairs Officer for the purposes in aiding in the search and location of the student.
- No later than twenty-four (24) hours after determining that a student is missing, the Dean of Student Services & Campus Life/Chief Student Affairs Officer or his designee shall notify the confidential contact previously identified by the student (for the student 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

SERIOUS MEDICAL EMERGENCY



In the event of a serious medical emergency involving a student, staff and faculty member, visitor, or other person on campus, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- The supervising Public Safety officer will assess the emergency and notify the Counseling Center and, and request an ambulance.
- Students taken to the hospital will be accompanied by a university representative, typically a Resident Assistant or Hall Director.
- Transportation of students is by emergency vehicle or Public Safety. Transportation of ill or injured students in personal vehicles is generally prohibited unless the situation warrants (i.e., an emergency where a student is near a personal vehicle and must be rushed to a hospital).
- In the event of a life-threatening emergency, the Chief of Police will immediately notify the CIRMT Leader.
- In the event of a life threatening medical emergency requiring the deployment of an Automated External Defibrillator (AED), refer to the CAU Early Defibrillation Program Policy and Procedure Manual.
- The CIRMT Leader will notify:
 - President
 - Pertinent CIRMT Members
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer

SELF ENDANGERMENT (SUICIDE AND OTHER DANGERS)



In the event of a self-endangerment or the threat of self-endangerment involving a student, staff and faculty member, visitor, or other person on campus, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- Public Safety will dispatch a Supervising Officer to the scene.
- The Officer will secure the at-risk person and assess the incident.
- If the at-risk person is a student, then the following will occur:
 - (1) The at-risk student is maintained in current location.
 - (2) Public Safety then notifies the CAU Counselor.
 - (3) The Counselor will render an evaluation. Depending on the evaluation, one of the following will occur:
 - (a) The at-risk student will be transferred to a local hospital (most likely), or
 - (b) The at-risk student may be transferred to another facility depending on the circumstances.
- If the at-risk person is a non-student, the CIRMT leader or Chief of Police is contacted immediately and coordinates the response with the CAU counselor.
- The CIRMT Leader or Chief of Police will notify:
 - President
 - Pertinent CIRMT Members
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer

DEATH ON CAMPUS



For any death that occurs on campus, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- Public Safety will dispatch a Supervising Officer to the scene to immediately protect and secure the scene. The Chief of Police will be notified.
- Public Safety will immediately notify the Atlanta Police Department and the Fulton County Medical Examiner.
- The Supervising Officer will determine whether the person is a student, visitor, or staff and collect information from witnesses.
- Public Safety will notify the CIRMT Leader.
- The CIRMT Leader will notify:
 - President
 - Pertinent CIRMT Members
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
- CAU Public Safety, Atlanta Police Department and the Fulton County Medical Examiner will manage the investigation and arrange for transportation of the deceased.
- If the deceased is a student, identification will be made by Public Safety or Student Affairs. Assistance with identification may be requested from faculty members or other students.
- Once identification has been made, parents, guardians, or next of kin will be contacted by Student Affairs.

VIOLENT THREATS TO LIFE



For any violent threat to life, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will call CAU Public Safety and will also dispatch the Atlanta Police Department, Fire Department and the 911 ambulance service.

- Public Safety will clear internal communications, go to the scene and assess the incident.
- The responding officer will notify the Shift Supervisor, identify a hot zone, establish a perimeter, and call the Chief of Police.
- Public Safety will initiate varying degrees of campus “lockdown” procedures depending on the particular circumstances of the incident.
- Depending on the circumstances, Public Safety may initiate evacuation of buildings.
- If an active shooter is inside of a building, Public Safety officers will get as close as possible to the building exits to secure the perimeter.
- Public Safety will notify:
 - All officers on duty
 - Atlanta Police and Fire Departments
 - Atlanta University Center - Task Force (Radio)
 - CIRMT Leader
 - Public Safety shall assemble a three to four man Extraction Team
 - Extraction Team shall enter the facility and neutralize the threat
- Public Safety will broadcast the appropriate notification and directions to the entire campus community via the Emergency Notification System
- The CIRMT Leader will notify:
 - President
 - Pertinent CIRMT Members
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
- Public Safety will supervise the evacuation of the affected facility or area as necessary.
- The Provost will determine whether classes are cancelled.
- Clearance must be given by Public Safety, Atlanta Police Department, and the Atlanta Fire Department before occupant will be allowed to reenter the secured areas.

HOSTAGE SITUATION

- The Atlanta Police Department Hostage Negotiation Team will supervise and coordinate all negotiations with the subject.
- Clearance must be given by the Hostage Negotiation Team and Public Safety
- Issue an all clear before occupants will be allowed to reenter the facility or area.

ACTIVE SHOOTER



An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victim.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 1- to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

RESPONDING TO AN ACTIVE SHOOTER

CAU Public Safety Personnel actively train in responding to violence on the campus including the response to active shooters. In addition, drills are regularly conducted on the main campus.

Your part in preparing for this type of incident, on or off campus, is to watch the video “Run, Hide, Fight” and to read and understand the information listed below.

HOW TO RESPOND TO AN ACTIVE SHOOTER IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

(Evacuate RUN)

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind (try to learn at least two ways of evacuating an area)
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide out (HIDE)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter (FIGHT)

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and using ANYTHING and EVERYTHING as a WEAPON
- Yelling
- Committing to your actions

How to Respond when Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- CAU Officers will immediately respond to the threat
- Officers from other agencies will also respond, you may not recognize the responding officers
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use tasers, pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- How to react when law enforcement arrives:
- Remain calm, and follow officers' instructions

- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling

Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.

These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

DHS Security Action Guides (adding links)

- Active Shooter Attacks
 - https://www.fema.gov/sites/default/files/2020-03/fema_faith-communities_active-shooter.pdf
- Chemical Attacks
 - <https://www.cisa.gov/sites/default/files/publications/Chemical%20Attacks%20-%20Security%20Awareness%20for%20ST-CP.PDF>
- Mass Gatherings
 - <https://www.cisa.gov/sites/default/files/publications/Mass%20Gatherings%20-%20Security%20Awareness%20for%20ST-CP.PDF>
- Vehicle Ramming
 - <https://www.cisa.gov/sites/default/files/publications/Vehicle%20Ramming%20-%20Security%20Awareness%20for%20ST-CP.PDF>

Take Charge of Your Personal Safety

- Mass Gatherings
 - <https://www.cisa.gov/sites/default/files/publications/Mass%20Gatherings%20-%20Security%20Awareness%20for%20ST-CP.PDF>

CAMPUS RIOT / DISTURBANCE



In the event of a Campus Riot/Disturbance, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- Public Safety will notify:
 - All officers on duty (if needed)
 - Atlanta Police Department
 - Atlanta University Center - Task Force (Radio)
 - CIRMT Leader
 - If necessary, the campus community (faculty, staff, students) via the Emergency Notification System
- The CIRMT Leader will notify:
 - President
 - Pertinent CIRMT Members
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
- The Chief of Police will communicate with the Atlanta Police Department as necessary.
- Campus Police will supervise/coordinate deployment of AUC Task Force officers if necessary.
- An investigation of the disturbance will be conducted by CAU Public Safety Detectives in conjunction with the Atlanta Police Department and the Georgia Bureau of Investigations.

FIRE / EXPLOSION



For any observed or perceived fire/explosion threat, activate the nearest Fire Alarm, evacuate the building and call CAU Public Safety directly at (404) 880-8911. If the 911 operator is called, they will notify CAU Public Safety and the Atlanta Fire and Police Departments.

- The dispatcher will immediately notify the Shift Supervisor, who will notify the Chief of Police. They will determine if any additional facilities need to be secured/and or evacuated. If an evacuation is necessary, it will be conducted in accordance with the General Evacuation Policy by the Building Coordinators under the direction of Public Safety.
- Public Safety will notify the CIRMT Leader and the following as appropriate:
 - Atlanta Fire Department
 - Atlanta Police Department
 - The campus community (faculty, staff, students) via the Emergency Notification System
 - Georgia Bureau of Investigations
- The CIRMT Leader will notify:
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. Research and Sponsored Programs (for incidences in the Thomas W. Cole Science and Research Center (CSRC))
- Clearance must be given by the Chief of Police, Fire Safety Coordinator, or the Atlanta Fire Department before occupants will be allowed to reenter the facility or area.

BOMB THREAT



The person receiving the bomb threat should call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- The Shift Supervisor will notify the Chief of Police.
- If the threat is considered “credible”, the following will be notified immediately:
 - Bomb Squad, Atlanta Police Department
 - CIRMT Leader
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - ⊖ Laboratory Safety/Chemical Hygiene Manager (Lab Safety Officer for incidents involving the Thomas Cole Science and Research Center Building).
- Public Safety will supervise a “silent” evacuation of the facility or area.
- Once the evacuation is completed and if necessary, Public Safety will notify the campus community (faculty, staff, students) via the Emergency Notification System.

Specific Public Safety procedures are provided below.

Bomb Threat Notification:

Information collected from bomb threat calls is critical to the investigation. The person receiving the threat will attempt to collect as much information as possible from the complainant and complete a Bomb Threat Report form as able.

The Bomb Threat Report form contains the following questions. The form is located in Appendix C.

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why was the bomb placed?
6. What is your name?

Communication Procedures:


1. The person receiving the threat should not use the phone line the call came in on.
2. Keep the caller on the phone as long as possible and not to hang up after the caller ends the call, if possible.
3. Should Public Safety receive the Bomb Threat directly, they will attempt to obtain the telephone number from where the call was placed following procedures identified in (1) and (2) above.
4. Upon completion of the Bomb Threat Report form, the Public Safety Communications Officer will immediately notify the Watch Commander and dispatch officers to the scene.
5. The Communications Officer will take note of any background noises or other comments made during the call and attempt to determine the sex, race, approximate age, emotional state, speech patterns, and accent of the caller and provide this information to the Watch Commander and responding officers.
6. At the first available time, the Communications Officer will notify the Operations Officer for further notification to the Chain of Command.

Officer's Response:

1. Officers will not utilize their radios within 1,000 feet of the area. The first arriving officers will turn off their radio and establish contact with the Communications Center via telephone.
2. Other responding officers will also turn off their radios and meet with the first responding officer to coordinate a plan of execution.
3. The senior officer on the scene will coordinate and execute a search of the targeted facility. The search will start outside and work inside; began at the lowest level and include the exterior and interior areas, and public area search. The search will consist of the following:
 - a. All common use areas such as hallways, restrooms, and classrooms. The responding officer will ensure that faculty makes a visual check of occupied classroom prior to vacating the area. The responding officer will continue to check all common areas.
 - b. Unsecured administrative offices and storage areas will also be checked.
 - c. Exterior areas to include stairways, trash canisters and shrubbery.
4. If during the search a suspicious object or bomb is located, do not attempt to touch the item and evacuate the building. Depending upon the time of day and the number of personnel occupying the facility, evacuation may be accomplished by either of the following ways:
 - a. Contact the Department Head, Building Manager (Coordinator), or other employee in the building and direct them to evacuate personnel.
 - b. Use the fire alarm to initiate the evacuation process.
5. When evacuating, direct the occupants to an area not less than 1,500 feet away from the building and away from the vehicles or other buildings.

6. Officers will establish posts on the perimeter of the evacuated area to ensure that no one enters the area once evacuated. Tape, traffic barricades and other methods of marking off an area may be utilized, but officers will observe the area throughout the event.
7. The Watch Commander/Senior Officer will instruct the Communications Officer to notify the Director of Public Safety through the Chain of Command and request assistance from the Atlanta Police Department Bomb Squad and Atlanta Fire Department.
8. The Chief of Police or Deputy Chief of Police will make notifications to the appropriate University authorities.

Bomb Disposal Unit Response:

1. Upon arrival of the Bomb Disposal Unit, the Watch Commander/Senior Officer will coordinate with the Bomb Disposal Unit commander and provide assistance where needed. If the Atlanta Police Department is unable to provide Bomb Disposal assistance, the Georgia Bureau of Investigation Bomb Disposal Unit will be contacted.
 2. The Bomb Disposal Unit will be solely responsible for removal and detonation of the suspicious object or bomb.
 3. The Bomb Disposal Unit will give clearance for occupants to return to the building.
- 

CHEMICAL SPILL (NON-RESEARCH LABORATORY)



A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or into the environment. Major spills or emergencies require emergency assistance.

Minor Spill

Does not spread rapidly
Does not endanger people
Does not endanger environment
Trained individual can clean up

Major Spill

Spreads rapidly
Endangers people
Endangers environment
Must call for emergency assistance

For a major chemical spill requiring assistance, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- The dispatcher will immediately notify the CAU Chief of Police, who will consult the CIRMT Leader, the Assistant CIRMT Leader (Chief of Staff or Chief Compliance Officer, and the V.P for Research and Sponsored Programs, (if related to chemical spills in the Thomas Cole Science and Research Center Building #3), and determine which, if any, areas need to be secured or evacuated. He will notify the Atlanta Police Department and Fire Department if it is determined that the incident compromises the safety of the campus community and the surrounding areas. Based on the findings and recommendations, the campus shall either be partially or completely evacuated.
- Public Safety will secure the affected facility or area and supervise an evacuation if necessary.
- If necessary, Public safety shall notify the campus community (faculty, staff, students) via the Emergency Notification System
- The CIRMT Leader will notify:
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. Research and Sponsored Programs (for incidences in the Thomas W. Cole Science and Research Center (CSRC))
 - Associate V.P. for Business Services (Auxiliary Services)
 - The V.P. of Facilities Management will direct cleanup activities and disposal (if not conducted by the Atlanta Fire Department or other municipal authority)

RELEASE OF HAZARDOUS VAPOR



In the event a release of a hazardous gas or vapor occurs, the immediate vicinity should be evacuated as soon as possible and surrounding areas notified. Immediately call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

The dispatcher will immediately notify the CAU Chief of Police, who will consult the CIRMT Leader and the Chief Compliance Officer to determine which, if any areas need to be secured and/or evacuated. Evacuations will be conducted in accordance with the General Evacuation Policy by the Building Managers (Coordinators) under the direction of Public Safety.

- University Public Safety will secure the affected area.
- The Chief of Police will notify the following as appropriate:
 - Atlanta Fire Department
 - Atlanta Police Department
 - Atlanta Gas Company
 - AUC Task Force
 - Fulton County Health Department
 - The campus community (faculty, staff, students) via the Emergency Notification System
- The CIRMT Leader/Chief of Staff will notify:
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. for Research and Sponsored Programs (if the incident is related to the Thomas Cole Science and Research Center Building Refer to Appendix).
- If an evacuation was necessary, clearance must be given by the Chief of Police before occupants will be allowed to reenter the area.

INFRASTRUCTURE FAILURE



In the event of an infrastructure failure, activate the building fire alarm, evacuate the building and call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

Evacuations will be conducted in accordance with the General Evacuation Policy by the Building Managers (Coordinators) under the direction of Public Safety.

- Public Safety will secure the affected facility/area and supervise additional evacuations if necessary.
- Public Safety will notify the CIRMT Leader and the following as appropriate:
 - Atlanta Fire Department
 - Atlanta Police Department
 - The campus community (faculty, staff, students) via the Emergency Notification System
- The CIRMT Leader/Chief of Staff / Special Assistant to the President will notify:
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. of Facilities Management
 - Associate V.P. of Business Services (Auxiliary Services)
 - V.P. for Research and Sponsored Programs (if the incident is related to the Thomas Cole Science and Research Center Building Refer to Appendix).
- V.P. of Facilities Management personnel will provide an assessment of the damage to the CIRMT leader.
- Clearance must be given by Atlanta Fire Department, Associate V.P. of Business Services, V.P. of Facilities Management, Director of Facilities, and the Chief of Police before occupants will be allowed to reenter the area.

POWER FAILURE



Once notified, the CAU Department of Public Safety will dispatch the responding officer who will assess the situation.

The Executive V.P., CFO, and Chief Strategy Officer along with Associate VP for Business Services, VP of Facilities Management and Director of Facilities will be responsible for the coordination and implementation of the procedures for the restoration of power, and where available, activate the on-campus emergency generators.

- Public Safety will notify as appropriate:
 - Georgia Power (Emergency Assistance Service)
 - All officers on duty
 - Atlanta University Center Task Force radio
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. of Facilities Management
 - Associate V.P. of Business Services (Auxiliary Services)

- Public Safety will close off the affected facility or area.
- The Building Managers (Coordinators) and Hall Directors will evacuate the building as necessary.
- V.P. of Facilities Management and will work with Georgia Power to restore electrical power to the affected area.
- If electrical service cannot be restored within a reasonable period of time, the Dean of Student Services & Campus Life/Chief Student Affairs Officer will coordinate temporary housing arrangements.
- Clearance must be given by Public Safety in consultation with V.P. of Facilities Management before occupants will be allowed to reenter affected facilities.

INCLEMENT WEATHER



In the event of inclement weather and/or emergency closings, the AUC Consortium Executive Director will contact the AUC Inclement weather team to jointly make a decision.

Predicted Weather Report

The inclement weather team should meet or teleconference following the first weather report of predicted inclement weather. In most cases this should be the day before the weather is predicted to occur.

- a. The inclement weather team will connect again on that evening to make a decision to close or to stay open. If all agree, the Executive Director and the designated University official will contact the media to place the appropriate announcement.
- b. If all do not agree, a final decision will be made by 5:00 am the following morning.

Each designated University official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated University official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

Unpredicted Weather Report

Each designated member of the inclement weather team is to make contact with their University President and/or their Provost for a decision to dismiss, open or close. Once the University President makes the decision, the designated member should contact the Executive Director to schedule an emergency meeting or teleconference to finalize the joint decision.

Each designated University official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated University official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

AUC CONTACTS

Atlanta University Center Consortium

Clark Atlanta University

Morehouse University

Morehouse School of Medicine

Spelman University

Robert W. Woodruff Library

NAME

Dr. Michael Hodge
Tamala Fortson

Dr. Garlen Wesson
Chief Debra A. Williams

Chief Valerie Dalton

Dr. Sandra Harris-Hooker
Chief Joseph Chevalier, Jr.

Dr. Sharon Davies
Director Steve Bowser

Loretta Parham
Eric Miller

MEDIA CONTACTS

TV Stations

(FOX) WAGA, Channel 5
(CBS) WGCL, Channel 46
(ABC) WSB, Channel 2
(NBC) WXIA, Channel 11

Radio Stations

WCLK Jazz 91.9 FM
WABE (NPR) 90.1 FM
WSB 750 AM
WVEE 103 FM
WALR 104.1 FM

SPECIFIC WEATHER EVENTS

TORNADO

Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions.

- In the event of a tornado watch, the dispatcher will immediately notify the Shift Supervisor and the Chief of Police.
- Public Safety will notify the following:
 - CIRMT Leader
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. of Facilities Management
 - Associate V.P. of Business Services (Auxiliary Services)
 - The campus community (faculty, staff, & students) via the Emergency Notification System
- The Provost will make a determination whether to cancel classes.
- In the event of a tornado warning, Building Managers (Coordinators) and Hall Directors will be responsible for moving occupants to the hallways, lower levels of campus facilities, or other designated areas.

SNOW / ICE

Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions.

- In the event weather conditions suggest the likelihood of a blizzard, ice storm, or related weather emergency, Public Safety will notify the following:
 - CIRMT Leader
 - President
 - Provost/Senior V.P. for Academic Affairs (or designee)
 - Director of News and Media Relations (Public Information Officer)
 - Dean of Student Services & Campus Life/Chief Student Affairs Officer
 - V.P. of Facilities Management
 - Associate V.P. of Business Services (Auxiliary Services)
 - The campus community (faculty, staff, & students) via the Emergency Notification System

**V. THE CLARK ATLANTA UNIVERSITY
PANDEMIC INFLUENZA (FLU) PLAN**



**CLARK ATLANTA
UNIVERSITY**

PANDEMIC INFLUENZA (FLU) PLAN

This plan serves as a guide to help the Clark Atlanta University community respond effectively to a possible influenza pandemic. As with most components of the Emergency Action Plan, policies and procedures are provided while recognizing that flexibility is also applicable in order to provide the best response based on the most current information and multiple variables arising at the time of the pandemic.

This plan is informed by the Center for Disease Control and Prevention(CDC), the Fulton County Health Department, Georgia Emergency Management Agency (GEMA), and the Georgia Department of Health regarding planning and surveillance for the Clark Atlanta University community.

According to the World Health Organization (WHO), there are ten (10) principal characteristics of a pandemic flu:

- 1. Pandemic flu is different from seasonal flu**
- 2. Flu pandemics are cyclical events**
- 3. The world may be on the brink of another pandemic**
- 4. All countries are affected**
- 5. Widespread illness occurs**
- 6. Medical supplies are inadequate**
- 7. Large numbers of deaths occur**
- 8. Economic and social disruption is great**
- 9. Every country must be prepared**
- 10. The WHO alerts the world when the pandemic threat increases (these are the pandemic alert phases)**

Key Objectives of the Pandemic Influenza Plan

- Minimize the risk of pandemic influenza to students, faculty and staff
- Support students who remain on campus
- Continue functions essential to university operations during a pandemic
- After the pandemic, resume normal teaching, research and service operations as soon as possible

World Health Organization Pandemic Phases

In the 2009 revision of the phase descriptions, WHO has retained the use of a **six-phased** approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases has been revised to be more precise and easier to understand and is based upon observable phenomena.

Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while **Phases 4–6** clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in **Phase 1** no viruses circulating among animals have been reported to cause infections in humans.

In **Phase 2** an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

In **Phase 3**, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human- animal influenza reassortant virus able to cause “community-level outbreaks”. The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a foregone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the **post-peak period**, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the **post-pandemic period**, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal “influenza A” virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

World Health Organization Pandemic Influenza Phases

Time	Phases 1 - 3	Phase 4	Phases 5 - 6 Pandemic	Post - Peak	Post - Pandemic
	Predominantly Animal Infections Few Human Infections	Sustained Human to Human Transmission	Widespread Human Infection	Possibility Of Recurrent Events	Disease Activity At Seasonal Levels

CLARK ATLANTA UNIVERSITY PANDEMIC INFLUENZA PLAN

Emergency Management Team Related to Pandemic Influenza

The CAU Critical Incident Response Management Team(CIRMT) is comprised of University personnel who have been trained on this plan and have the authority to implement and direct its operations throughout the pandemic.

Emergency Director: Office of the President (or President's designee)

The Emergency Director (ED) is responsible for setting the objectives, strategies and priorities and has overall responsibility during the pandemic flu event.

Campus Incident Response Management Team Leader: Chief Operating Officer (or President's designee)

The CIRMT Leader is responsible for the overall coordination of the University's Emergency Response including securing the necessary resources and all other services needed to meet the operational objectives. The CIRMT Leader works in conjunction with, and provides status updates to the President.

Chief Compliance Officer

As the Environmental Coordinator, provides support to the CIRMT Leader in ensuring the procurement of resources and all other services needed to meet the operational objectives.

V. P. of Facilities Management

The V.P. of Facilities Management is responsible for providing equipment and personnel to perform necessary campus shutdown procedures, and establish and maintain quarantine areas.

Dean of Student Services & Campus Life/Chief Student Affairs Officer

The Dean of Student Services & Campus Life/Chief Student Affairs Officer works with the CIRMT Leader and Incident Commander to ensure that all of the necessary services are being provided to ill students including the establishment of quarantine areas, procurement of meals and medical resources through Health Services, and is in contact with student families.

Director of News and Media Relations (Public Information Officer)

The Public Information Officer serves as the conduit for information both internally and externally, including the campus population (in conjunction with Student Affairs), media and other organizations seeking information directly related to the pandemic flu event.

Technology Coordinator/Chief Information Officer

The Technology Coordinator is responsible for assisting the Public Information Officer in disseminating information to the campus population.

Director of Emergency Management/Chief of Police (Incident Commander)

The Director of Emergency Management is also the Incident Commander (IC). With the assistance of Public Safety, the IC is responsible for tactical operations in carrying out the plan, developing the tactical objectives, and directing all tactical resources.

ACTION LEVELS

The Clark Atlanta University Pandemic Influenza Plan is divided into four levels, each patterned after the WHO's pandemic alert phase, but tailored to the unique needs of the University, as follows:

- Level 1:** Announcement by WHO of a **Phase 4** pandemic alert
- Level 2:** Suspected cases of pandemic flu in the Southeast or confirmed cases in the United States
- Level 3:** Suspected cases of pandemic flu in Atlanta or on the Clark Atlanta University campus, or confirmed cases in the Southeast
- Level 4:** Confirmed cases of pandemic flu in Atlanta or on the Clark Atlanta University campus

LEVEL 1

The Critical Incident Response Management Team (CIRMT) meets and reviews and updates the plan to ensure its continuity and functionality.

CIRMT Leader monitors the situation and:

- Communicates with the Center for Disease Control and Prevention(CDC), the Fulton County Health Department, GEMA, and the Georgia Department of Health regarding planning and surveillance
- Communicates with the ED
- Communicates with the Staff Nurse (Student Health Services) and prepares for a Level 2 response
- Acquires and distributes current and accurate information to the CIRMT
- Ensures that all personnel that may be required to assist the CIRMT have pandemic flu training and are apprised of their potential responsibilities
- All essential personnel receive training on, and are provided with N95 respirators or surgical masks
- With the assistance of Human Resources:
 - Monitors faculty and staff travelers entering from affected regions
 - Identifies personnel available for telephone support work

- Assists low-level English speakers with accessing adequate medical translations of information on pandemic flu
- IC and Dean of Student Services & Campus Life/Chief Student Affairs Officer
- Public Safety develops policy on transporting individuals to hospital
- Identifies potential rooms and/or buildings to be used for isolation and/or quarantine of students
- Notifies occupants in designated spaces of the potential or the need to move them
- Notifies Student Health if encountering individual(s) with flu-like symptoms
- Assists with communications to international students and their families
- Director of Emergency Management/ Chief of Police
 - Assesses respiratory protection plan and resources
 - Trains and fit tests essential personnel for N95 respirator use or surgical masks
- With the assistance of Associate V.P. Business Services:
 - Identifies building ventilation systems
 - Secures disinfection services
 - Ensures adequate disinfection and clean up protocols are provided to necessary sanitation facilities (facilities custodial, housing custodial, Student Union, Athletics)
- Emergency Director
 - Receives information from the CIRMT Leader
 - Reviews content of internal and external public information bulletins and announcements
 - Considers restricting movement on and off campus for activities/athletic events
 - Based on CDC's recommendations, the University recommends campus community "no travel" to affected countries
- Public Information Officer (with assistance of the Technology Coordinator)
 - Distributes information, including the establishment of a hand washing campaign, and other articles in student media including emails, text messages, voicemails and news releases
 - Posts links to pandemic flu information on CAU home page
 - Provides information to students, faculty, staff and employees on pandemic flu
- V.P. for Enrollment Services and Student Affairs
 - Provides information to students
 - Develops and implements hand washing campaign
 - Formulates plan to address needs/support for graduate and commuter students
 - Formulates plan to address needs/support for undergraduates
 - Formulates plan to address needs/support for fraternities and sororities
 - Ensures emergency response menu is planned for various degrees of need
 - Stockpiles additional foodstuffs and water
 - Ensures food delivery process is planned and delivery supplies are available on-site

- Through the Student Health Center:
 - Communicates pertinent advice to all students on pandemic flu
 - Develops isolation and examination protocols based on information from CDC, GEMA and the Georgia Department of Health
 - Follows CDC testing and treatment recommendations
 - Monitors Health Center employees
 - Reviews policy on transporting individuals to hospital
- Technology Coordinator
 - Identifies area where phone banks can be set up
 - Assists the Public Information Officer and EMT as necessary

Level 2

Includes all activities stated in Level 1, plus the following additional actions:

- Emergency Director
 - Continues to receive information from the CIRMT Leader
 - Evaluates information on institutional effects of the incident and sets response priorities as appropriate
- CIRMT Leader
 - Continues to receive and disseminate information described in Level 1.
- Public Information Officer (with assistance of the Technology Coordinator)
 - Informs people if they are sick with flu-like symptoms to stay home and contact their medical providers
 - Releases updates, fact sheet with summary of the situation for media and others
 - Sets up phone hotline to answer questions
 - Places information on CAU website home page and all other CAU media outlets, as well as text messages, emails and voicemails

Level 3

Includes all activities stated in Levels 1 and 2, plus the following additional actions:

- The CIRMT Leader
 - Notifies the ED and CIRMT of suspected/confirmed cases and/or number of potential contacts that may require isolation and/or quarantine
- The Emergency Director
 - Continues to receive information from the CIRMT Leader
 - Activates Emergency Operations Center
 - With the CIRMT leader, develops school closure plan if necessary

- Public Information Officer (with assistance of the Technology Coordinator)
 - Notifies news media that campus has activated strict procedures
 - Encourages employees to listen to local radio and television stations for closing decisions
 - Encourages employees to report all flu cases to their department, and department personnel must notify the Student Health Center of any reported cases
- V.P. for Enrollment Services and Student Affairs and Public Safety
 - Assists with relocation of students for isolation and/or quarantine
 - Assists with telephone consultation and support
 - Identifies meal delivery needs and methods for isolated/quarantined residents
- Through the Student Health Center:
 - Monitors suspected flu cases
 - Assists Fulton County Health Department with contact investigations
 - Communicates with parents of suspected cases and explains procedures
 - Reports daily caseload to CIRMT Leader

Level 4

Includes all activities stated in Levels 1 - 3, plus the following additional actions:

- Emergency Director
 - Authorize temporary suspension or closure of classes and/or other University activities and events
- CIRMT Leader
 - After consulting with CDC, GEMA, the Fulton County Health Department and the Georgia Department of Health will make recommendations regarding possible closure of buildings and suspension of student and academic activities to the President
 - Ensures that each Operations Group function is covered
- Chief Compliance Officer
 - Remains on stand-by to shut off utilities as directed by the CIRMT Leader
 - Activates additional medical waste pickups and areas for storage
- IC and Public Safety
 - Secures buildings and post signage
 - Provides security as needed
- Media Relations
 - Announces closures to public as necessary
 - Establishes a Media Relations Center to coordinate press releases, manage news teams and provide interviews

- Dean of Student Services & Campus Life/Chief Student Affairs Officer and the Director of Emergency Management
 - Activates plan to isolate and/or quarantine students in conjunction with guidance from
 - the Fulton County Health Department
 - Assists Fulton County Health Department with contact investigation and management
- Technology Coordinator
 - Sets up emergency telephone service to be established at Emergency Operations Center and quarantine areas

APPENDIX A
EMERGENCY CONTACTS

CIRMT Members

ROLE	NAME
President	Dr. George T. French, Jr.
CIRMT Leader	Eli Phillips
Assistant CIRMT Leader	Dr. Charles Gibbs
Provost/V.P. Academic Affairs (or Designee)	Dr. Garlen D. Wesson
Incident Commander/ Public Safety	Debra A. Williams
Executive V.P., CFO, and Chief Strategy Officer	Dr. Lanze Thompson
Senior VP for Organizational Development/Chief People Officer	Debra Hoyt
Dean of Student Services & Campus Life/Chief Student Affairs Officer	Dr. Omar Torres
Director of University Counseling Center	Dr. Vickie Jester
University Nurse	Caroline Richards
Director of News and Media Relations (Public Information Officer)	Sam Burston
Technology Coordinator/Chief Information Officer	Charles Cooper
VP of Facilities Management	Shelton Anderson
Legal Counsel	Jennifer Ervin

Key Agencies Contact Telephone Numbers

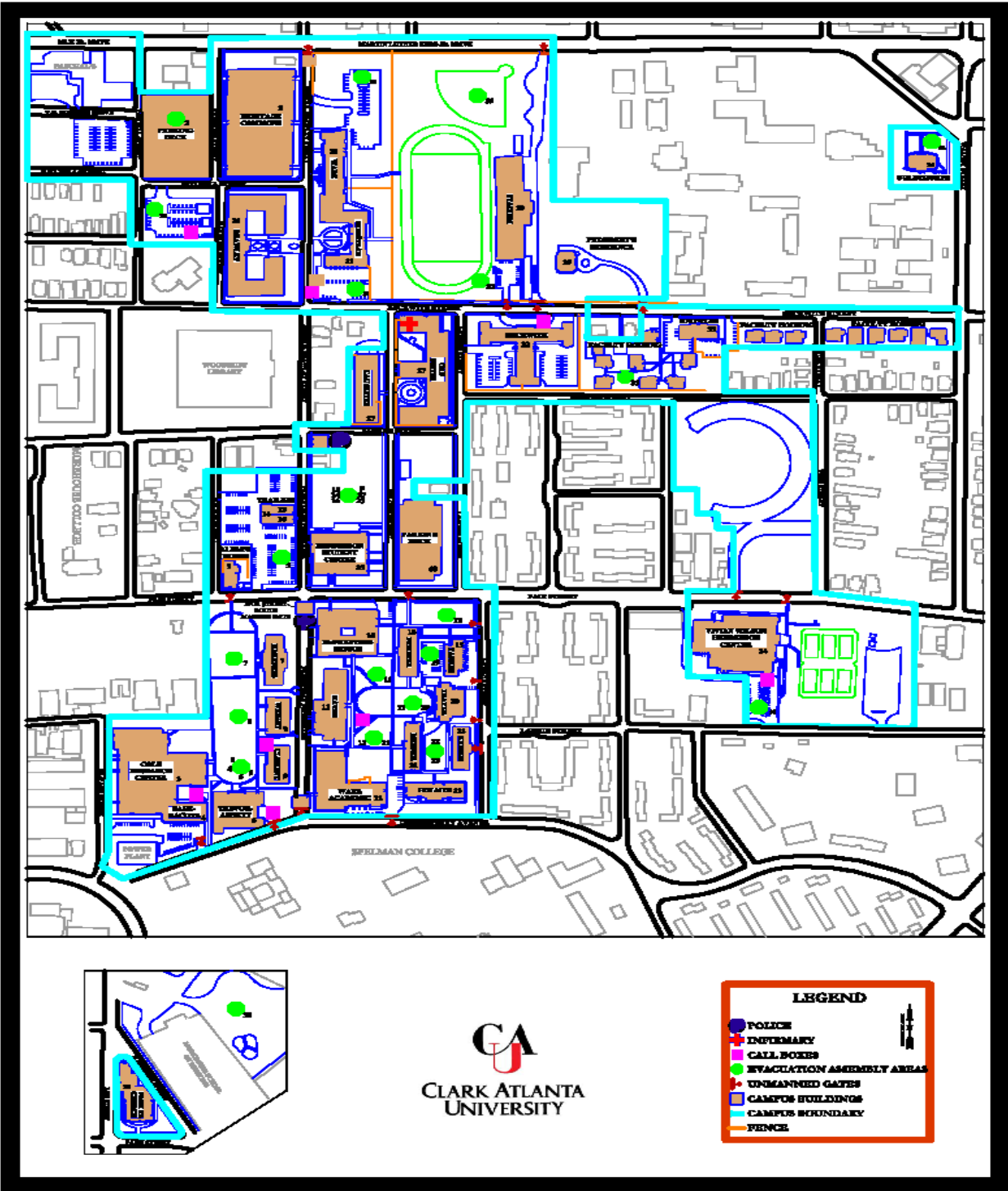
Agency	Telephone #
CAU Department of Public Safety	(404) 880-8911
Atlanta Police, Fire & Ambulance	911
Georgia State Patrol	404-624-6077
Fulton County Sheriff's Office	404-612-5100
Spelman Department of Public Safety	404-525-6401
Morehouse College	404-215-2666
Morehouse School of Medicine	404-752-1794
Grady Memorial Hospital	(404) 616-1000
Georgia Power Company	(888) 891-0938
Georgia Emergency Management Agency (GEMA)	(404) 635-7000
Fulton County Department of Health	(404) 730-1380
American Red Cross	(404) 575-3730
Georgia State Governor's Office	(404) 656-1776
National Weather Service (24-hr)	(770) 486-1133

Emergency Contacts by Buildings & Departments

Department	Building	Point of Contact	Office	Email Address
Albert H. Watts Alumni House	1st Floor	Chastity Evans	8883	cevans@cau.edu
		Gay-linn Jasho	8892	gjasho@cau.edu
Annex H (WCLK Radio Tower)	1st Floor	Bryan Jenkins	6151	bjenkins@cau.edu
		Wendy Williams	8274	wwilliams@cau.edu
Bumstead Hall	Vacant			
Career Planning and Placement Center	1st Floor	Tiara Hector	6780	thector@cau.edu
Carl & Mary Ware Academic Center	All Floors	Public Safety	8623	
Clark Atlanta University Stadium	All Floors	Marcus Murrell	8558	mmurrell@cau.edu
		Kentavius Carter	8215	kcarter@cau.edu
Clement Hall: School of Ed.	1st Floor	Carlethia Townsend	8505	ctownsend@cau.edu
	2nd Floor	Elizabeth Bass	8451	ecross@cau.edu
	3rd Floor	Betty Cooke	6015	bcooke@cau.edu
	4th Floor	Shameeka Campbell		scampbell@cau.edu
	1 st Floor			
CSRC (Cole Science Research Center) & Annex:	1st Floor	Lisa Wilson	6316	dwilson@cau.edu
	2nd Floor	Carol Johnson	6992	cjohnson@cau.edu
	2 nd Floor			
	3 rd Floor			
	4th Floor			
	Entire Bldg.	Katinan Fangman	6974	kfangman@cau.edu
Faculty and Staff Housing	Campus	Cynthia Gomes	8282	cgomes@cau.edu
Harkness Hall:		Bianca Colon-Perez		
		Ramona Roman	6158	rroman@cau.edu
Haven Warren		Morry Alls	6670	malls@cau.edu
		Annette Ingram	8491	aingram@cau.edu
Henderson Student Center		Ernita Hemmitt	6128	ehemmitt@cau.edu
CAU Cafeteria	1st Floor	Andre Burgess	8787	Aburgess1@cau.edu
CAU Bookstore	2nd Floor	Angela Rose	8582	arose@cau.edu
Student Affairs	2nd Floor	Andre McKinney	6791	amckinney@cau.edu
Panther PAW	3rd Floor	Arnetta Reid	6210	areid@cau.edu
Holly Hill (President's Residence)	All	Dr. George French	8566	gfrench@cau.edu
		Chief D A Williams	6412	dwilliams@cau.edu
Kresge Hall:				
University Counseling Center	3rd Floor	Stephanie Sudduth	8655	ssudduth@cau.edu
OPAR	4th Floor	Dr. Lauren Lopez	6294	llopez@cau.edu

Department	Building	Point of Contact	Office	Email Address
Knowles Hall:				
Psychology	2nd Floor	Jackie Jackson	6346	jjackson@cau.edu
Political Science	3rd Floor	Kurt Young	8240	kyoung@cau.edu
McPheeters-Dennis:		Natasha Lipscomb	8239	nlipscomb@cau.edu
Sciences	All	Deborah Heard	8797	dheard@cau.edu
Oglethope Hall		Angela Ragsdale	8122	aragsdale@cau.edu
Public Administration	All	Christopher Hickey	8119	chickey@cau.edu
Parking Deck	All	Fasil Chevenet	6295	fchevenet@cau.edu
Park Street Church:		Reisha Jones	8211	rjones@cau.edu
Art	1st Floor			
	2nd Floor			
Music	3rd Floor	Phil Davis	6686	pdavis@cau.edu
Paschal Center	Vacant			
Tanner Turner - Public Safety	1st Floor	Cree Smith	8406	cbsmith@cau.edu
		Kenneth Tatum	6047	ktatum@cau.edu
Thayer Hall:		Joann Bassett	8399	jbassett@cau.edu
School of Social Work	All	Diona Dallas	6600	ddallas@cau.edu
Trevor Arnett:		Martha Henderson	8929	mhenderson@cau.edu
	All	Joyce Worrell	8044	jworrell@cau.edu
University Art Gallery		Maurita Poole	8671	mpoole@cau.edu
		Diamond Mason	6102	dmason@cau.edu
TRIO Program		Zandra Genous-Tate	8263	zgenous@cau.edu
		Keith Crawford	8265	kcrawford@cau.edu
Sage-Bacote Hall:		Janie Percival	6769	jpercival@cau.edu
		Clarence Wilson	8546	cwilson@cau.edu
Vivian Wilson Henderson Center:		Dean Omar Torres	8040	otorres@cau.edu
		Dean Ernita Hemmitt	6128	ehemmitt@cau.edu
Ware Hall	Vacant			
Wright Hall:		Cassandra Denson	8448	cdenson@cau.edu

APPENDIX B. EMERGENCY EVACUATION ASSEMBLY AREAS



Note: When posted to the CAU Website, the drawing will expand after clicking on it.

**APPENDIX C:
BOMB THREAT REPORT FORM**

Threatening Phone Call

Description of Caller's Voice

Time call received: _____

Male: _____ Female: _____

Exact words of person placing call: _____

Young: _____ Middle Age: _____ Old: _____

Tone of voice: _____

Accent: _____

Background Noise: _____

Is voice familiar? _____

If so, whom did it sound like? _____

Questions to ask:

1. When is bomb going to explode? _____

_____ Remarks: _____

2. Where is the bomb right now? _____

3. What kind of a bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Person (receiving/monitoring) call: _____

Dept: _____

Telephone No.: _____

Home Address: _____

Home Telephone No.: _____

Date: _____

APPENDIX D.

Emergency Response Procedures in Thomas Cole and Research and McPheeters-Dennis Buildings

EMERGENCY RESPONSE

This section provides general information on (a) fire-related, (b) water, and (c) spill emergency response procedures in the Thomas Cole Science and Research Center and McPheeters-Dennis Building. The following individuals comprise the Emergency Response Team, which merged with the Safety committee to form the new Chemical Hygiene Committee starting September 2018(CHC) for both buildings.

Title	Name	Contact
CAU Lab Safety Manager	K. Emmanuel Fangman	kfangman@cau.edu x6974
Representative from RSP	Carol Johnson	cjohnson@cau.edu x6992
Chair of Chemistry Department	Dr. Conrad Ingram	cingram@cau.edu X6898
Chair of Biology Department	Dr. Paul Musey	pmusey@cau.edu x6337
Chair of Physics Department (or their Representative)	Terry Harrington (Rep)	Tharrington@cau.edu X8400
Director of Facilities	Morry Alls	malls@cau.edu x6670
Representative from CCRTD	Tony Griffin	tgriffin@cau.edu x6826
Researcher or Admin from Chemistry department	Pr. Ishrat Khan	IKhan@cau.edu x6847
Researcher or Admin from Biology department	Dr. Akm Hussain	Ahussain@cau.edu X8941
Representative from the Office of Compliance	Ademola Bamiro	abamiro@cau.edu x6069
Representative from Department of Public Safety	Chief D. Williams	dwilliams@cau.edu x6412

In the event of an emergency in (or affecting) the Research Center, or involving chemicals on campus, team members should be informed.

Responsibilities of the Emergency Response Team

- (1) Inform personnel about the location of and training in the use of emergency equipment, including safety showers, eyewashes, and fire extinguishers.
- (2) Coordinate with Public Safety and Facilities to ensure emergency equipment is in working order.
- (3) Work with Public Safety to ensure synergy with the University emergency plan.
- (4) Work with Public Safety to ensure proper evacuation protocols are followed.

Fire and Fire-Related Emergencies

If there is a fire or fire-related emergency, including a FIRE ALARM, hazardous gas leaks, hazardous material or large flammable liquid spill, smoke, or odor of burning, immediately follow these procedures:

Do not assume the fire alarm is false. Use the fire extinguisher if you are trained to do so, and feel comfortable in extinguishing small fires. Otherwise, Call x8911

Evacuate the building using the stairs

Assemble at pre-determined point outside building

Quickly account for colleagues and report any missing

Do not re-enter building until fire/emergency personnel give permission

Basic Steps for Emergency Response

High Hazard Emergency

If emergency is:

- a. Immediately dangerous to life and health (IDLH)
- b. Involves a large area, major injury to personnel
- c. Is a significant threat to personnel and the public
- d. Involves radioactive material
- e. Involves an infectious agent, or involves large amounts of highly toxic, corrosive, or reactive hazardous material, then proceed with **PLAN A** (High hazard emergencies)
- f. Neither a,b,c,d,or e, then proceed with **PLAN B** (Low Hazard Emergencies)

Plan A (High Hazard Emergencies)

Isolate the area, if possible, and evacuate

Keep others out of the area and take action to protect life and limb

CALL X8911, identifying the exact location of the emergency, any injuries, and any hazardous materials involved, if known

Follow evacuation procedures

Plan B (Low Hazard Emergencies)

For minor injuries, report to CAU's Health Center, or local emergency room for treatment

All injuries which occur on the job must be treated at the Health Center or hospital. A small spill (less than one liter) is the lab worker's responsibility

Spill kits (absorbents) are available from the lab's department or from the Lab Safety Manager (x6974)

Report all emergencies to Public Safety, LSM-CHC and the LD/PI

If Clothing is on Fire

Stop moving

Drop to the floor

Roll on the floor to extinguish flames - Wash with an emergency shower

Seek medical attention, if necessary

Immediately report incident to Public Safety, LSM-CHC and the LD/PI LM/PI

If Chemical gets in Eyes or on Skin

- (1) Remove contact lenses (if applicable) and rinse affected area for at least 15 minutes in emergency eyewash or shower
- (2) Remove contaminated clothing. Call x8911
- (3) Collect SDS for chemicals involved, and provide these to emergency response personnel

Mercury Spills

Broken Thermometers or small (5 ml) mercury spills

- (a) Collect and consolidate all glass pieces, plus visible mercury, using a piece of cardboard or plastic.
- (b) Place in a puncture-proof, airtight container (labeled "universal waste mercury") and temporarily store in the Satellite Accumulation Area (SAA). Have universal waste moved to more storage in CRC's hazardous waste room
- (c) If powdered sulfur (or a mercury spill-kit) is available cover small mercury droplets with some and place residue in a puncture-proof, airtight container (labeled "universal waste mercury")
- (d) Temporarily store in the SAA prior to move to CRC's hazardous waste room

Larger Spills

Alternatively, for any spill for which you believe unrecovered mercury might remain, contact a member of CRC's Chemical Hygiene Committee for clean-up instructions, or assistance

Complete Spill Response Kit

Work areas that have chemicals should include the following items at a minimum:

- (1) Laboratory Coats
- (2) Safety glasses
- (3) Disposable vinyl gloves
- (4) Absorbent (e.g., Spill pillows, vermiculite, etc.)

Water Emergencies

If water, or suspected water, accumulates inside a laboratory during normal working hours, evacuate the lab and contact Facilities (x8985). If necessary and safe to do so, Facilities will de-activate any electrical equipment and outlets in the affected areas, before attempting to stop the flow of water in the laboratory. If the water is not considered hazardous or bio-hazardous, Facilities shall initiate water removal activities.

If water, or suspected water, accumulates inside a laboratory outside of normal working hours, Public Safety will contact Facilities. If necessary and safe to do so, Facilities will de-activate any electrical equipment and outlets in the affected areas, before attempting to stop the flow of water in the laboratory. If the water is not considered hazardous or bio-hazardous, Facilities shall initiate water removal activities.

If the water is assessed as being hazardous, Facilities shall attempt to clean it up, using mops, spill control pillows, etc. If Facilities is unable to safely clean up the hazardous water, Public Safety will be notified to call remediation contractors or other authorities.

The LSM and Facilities are responsible for assessing areas affected by a flood for re-occupancy. The area shall be assessed to ensure that all wall and floor openings are closed up, tools and equipment have been removed from the area, and building systems (e.g. • ventilation, fire alarm, fire suppression) have been restored.

The following are general guidelines to be followed for a chemical spill. This guideline does not apply to spills of biological or microbiological materials. Detailed procedures are available in the Chemical hygiene plan for every major categories of chemical.

YOU SHOULD NOT CLEAN UP ANY TYPE OF SPILL IF:

- You don't know what the spilled material is
- You lack the necessary protective gear, equipment, or knowledge to do the job safely
- The spill is too large to contain
- The spilled material is highly toxic or poses a fire hazard
- You experience any symptom of exposure

MAJOR SPILL

In the event of a spill which involves the release of a type or quantity of a chemical that **poses an immediate risk to health or involves an uncontrolled fire or explosion:**

- Notify everyone in the lab then **call CAU Department of Public Safety at (404) 880-8911** and provide as many details about the incident as possible.
- If you can do so safely, quickly identify the spilled material, extinguish nearby ignition sources, stop the spill at the source or contain its progression with materials such as absorbent socks.
- Close doors, activate the fire alarm and **evacuate the building.**

MINOR SPILL

In the event of a spill involving the release of a type and quantity (less than 1 liter) of a chemical which **does not pose an immediate risk to health** and does not involve chemical contamination to the body:

- **Notify everyone in the lab, isolate the area.**
- For flammable materials, **extinguish ignition sources** and unplug nearby electrical equipment.
- For volatile materials, **establish exhaust ventilation.** Turn on fume hoods, and open windows if possible.
- Locate **Safety Data Sheet** and spill kit.
- Choose appropriate **PPE** and spill cleanup materials based on the SDS.
- Contain the spill using absorbent materials and/or neutralizers from the outside in.
- Spill response materials, including recovered chemicals, must be placed into appropriate, sealable containers for disposal through the Office of Lab Safety.
- Wet mop spill area after cleaning as much of the chemical as possible.